

Your Job Information

HR Administrator / Office Manager

Employer Information

Organization Name: Soracco, Inc.

Apply on our Website: www.soraccoinc.com

About Our Organization:

We strive to perform the majority of work in-house. Our job-related competencies include underground utilities, concrete, pump stations, mechanical & process piping, and general building. Our core workload comes from the commercial sector in the public and private industries. To date, Soracco has successfully delivered and self-performed millions of dollars in municipal, state, and private work.

Job Location: Lodi, CA-95240

Hours/Week: 40

Starting Salary: 30 USD/Hour

Benefits

- 401k
- Dental Insurance
- Health Insurance
- Holidays
- Sick Leave
- Vacation
- Vision Insurance

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Prepared Date: June 11, 2024

Supervisory (Responsibilities)

Supervises direct reports. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Job Purpose

This position is responsible for providing comprehensive support in the day-to-day operations of human resources, ensuring the efficient delivery of salary payments and adjustments, the recruitment processes, employee benefit administration, new employee orientation and on-boarding and the accuracy and maintenance of employee records. Regularly reviews, maintains, and creates company policies as necessary. The HR Administrator works closely with other departments to provide customer-focused, effective HR service to the organization for the achievement of the organization's goals and objectives.

The Office Manager is responsible for ensuring that all administrative activities are efficiently addressed, including file management, administrative support, and all other related activities. Being that this role is a supervisory position it will require you to work closely with your direct reports, aiding when needed and keeping up to date with assigned tasks to be sure they are completed in a timely manner.

This position description does not list all the duties of the position. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. The employer has the right to revise this position description at any time. This position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

Tasks

- Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, and employee leaves of absence.
- Record data for each employee, including such information as addresses, weekly earnings, absences, amount of sales or production, supervisory reports on performance, and dates of and reasons for terminations.
- Explain company personnel policies, benefits, and procedures to employees or job applicants.
- Provide assistance in administering employee benefit programs and worker's compensation plans.
- Answer questions regarding examinations, eligibility, salaries, benefits, and other pertinent information.
- Prepare and set up for new employee orientations.
- Gather personnel records from other departments or employees.
- Examine employee files to answer inquiries and provide information for personnel actions.
- Search employee files to obtain information for authorized persons and organizations, such as credit bureaus and finance companies.
- Compile and prepare reports and documents pertaining to personnel activities.
- Interview job applicants to obtain and verify information used to screen and evaluate them.
- Process and review employment applications to evaluate qualifications or eligibility of applicants.
- Inform job applicants of their acceptance or rejection of employment.
- Select applicants meeting specified job requirements and refer them to hiring personnel.
- Arrange for advertising or posting of job vacancies and notify eligible workers of position availability.
- Provides general administrative support such as preparing correspondence, forms and reports, arranges meetings, composes regular correspondence, processes confidential reports and documents (electronic and hard copy files), and tracks deadlines.
- Record data for each employee, including such information as addresses, weekly earnings, absences, supervisory reports on performance, and dates of and reasons for terminations.
- Prepares documentation for new hires, or changes in pay, status or benefits.
- Establishes, maintains and controls employee records, recruitment records, files, correspondence, reports, and organization charts.

- Manages sensitive and confidential matters including employee relations, organization changes, and protects the security of information, data and files.
- Exercises individual judgement when dealing with potential or real issues and brings them to manager's attention.
- Interprets, assists and advises employees and managers regarding leave management and benefit administration, and HR procedures and policies within the specified guidelines.
- Coordinates training events or programs and recommends resources, as needed.
- Keeps up to date on current issues and matters in the organization related to HR.
- Maintains updated/current job descriptions.
- Maintains employee files by handling changes in employee status in timely manner.
- Ensures effective receipt of and/or proper approvals on forms and enters changes related programs.
- Prepares paperwork needed to create new employee profile and to place new employee on payroll.
- Assists in the maintenance of employee directory and company organization charts.
- Aids in monitoring employee performance.
- Interacts with and supplies information to employees, senior management, and job applicants.
- Maintains logs/records of Annual training and reporting compliance.
- Allocates, assigns and monitors administrative resources for the Company to enable successful task performance.
- Organizes and supervises all travel arrangements, office supply ordering and inventory, record and file retention, and other related general office duties.
- Backup administrative assistant duties as required.

Work Activities

- Organizing, Planning, and Prioritizing Work
- Communicating with Supervisors, Peers, or Subordinates
- Interacting With Computers
- Establishing and Maintaining Interpersonal Relationships
- Getting Information
- Processing Information
- Documenting/Recording Information
- Performing Administrative Activities
- Evaluating Information to Determine Compliance with Standards
- Identifying Objects, Actions, and Events

Work Content

Physical Demands

the employee is occasionally Reach with hands and arms; the employee is frequently Stand; Walk; Sit; the employee is regularly Use hands to finger, handle, or feel; Talk or hear;

Lifts Weight or Exerts Force Work Environment

the employee is occasionally Up to 10 pounds; Up to 25 pounds;

Visions

Specific vision abilities required by this job include Close vision; Distance vision; Peripheral vision; Depth perception; Ability to adjust focus.

Qualification

Education and Experience

Years of Experience	3+
Education	High School/G.E.D
Degree or Formal Training	Degree in Human Resource Management preferred.
Additional Information	Must have at least 3 or more years of general administrative assistant or office management experience in the construction industry with a minimum of 3 years of HR administration experience. Bilingual preferred but not required. Experience with Public Works preferred but not required.

Skills

Specific Skills:

- Meticulously detail-oriented and organized.
- Knowledge of recruitment process.
- Able to present information in forms, tables and spreadsheets.
- Committed to a culture of diversity and equal opportunity.
- Able to operate under pressure and facilitate a team building environment.
- Proficient in Microsoft Excel, Word, Outlook and Google Chrome.
- Ability to deliver effective results, meet tight deadlines and targets.
- Excellent written and verbal communication skills.

Basic Skills

- **Active Listening**
Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Reading Comprehension**
Understanding written sentences and paragraphs in work related documents.
- **Speaking**
Talking to others to convey information effectively.
- **Writing**
Communicating effectively in writing as appropriate for the needs of the audience.
- **Critical Thinking**
Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Social Skills

- **Social Perceptiveness**
Being aware of others' reactions and understanding why they react as they do.
- **Coordination**
Adjusting actions in relation to others' actions.

- **Service Orientation**
Actively looking for ways to help people.
- **Persuasion**
Persuading others to change their minds or behavior.
- **Negotiation**
Bringing others together and trying to reconcile differences.

Complex Problem Solving Skills

- **Complex Problem Solving**
Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Resource Management Skills

- **Time Management**
Managing one's own time and the time of others.
- **Management of Personnel Resources**
Motivating, developing, and directing people as they work, identifying the best people for the job.

Desktop Computer Skills

- **Databases**
Using a computer application to manage large amounts of information, including creating and editing simple databases, inputting data, retrieving specific records, and creating reports to communicate the information.
- **Spreadsheets**
Using a computer application to enter, manipulate, and format text and numerical data; insert, delete, and manipulate cells, rows, and columns; and create and save worksheets, charts, and graphs.

Knowledge

Required

- Personnel and Human Resources
- Clerical
- Customer and Personal Service
- Administration and Management
- English Language

Tools

- **Photocopiers**
 - Photocopiers
 - Photocopying equipment
- **Desktop calculator**
 - 10-key calculators
- **Desktop computers**
 - Desktop computers

- **Laser fax machine**
 - Laser facsimile machines
- **Personal computers**
 - Personal computers
- **Scanners**
 - Scanners

Technology

- **Human resources software**
- **Computer based training software**
 - Learning management system LMS
- **Data base user interface and query software**
 - FileMaker Pro
 - Database software
 - Microsoft Access
- **Word processing software**
 - Google Docs
 - Microsoft Word
- **Calendar and scheduling software**
 - Calendar and scheduling software
- **Electronic mail software**
 - Microsoft Outlook
- **Office suite software**
 - Microsoft Office
- **Document management software**
 - Document management system software
- **Spreadsheet software**
 - Microsoft Excel
- **Web page creation and editing software**
 - LinkedIn
- QuickBooks Desktop
- QuickBooks Time Tracker
- QuickBooks Payroll
- LCP Tracker
- LCP Certified
- Ease
- Zywave
- Dropbox